MINUTES OF THE BOARD MEETING OF THE LUDLOW HOUSING AUTHORITY

October 25, 2022, at 11:00 a.m.
114 Wilson Street, Ludlow, MA 01056

RECEIVED
TOWN CLERK'S OFFICE
2022 OCT 28 P 2:52
TOWN OF LUDLOW

The meeting was called to order by Chairperson Susan Stanek at 11:00 a.m.

1. Upon roll call those present were as follows:
   Present: Susan Stanek, Audrey Polmanteer, Raymond Anderson, Jon Baldwin, David Sepanek

   Also, present: Robin Carvide Tenant: Patricia Charbonneau

The secretary posted the Notice of Meeting at the Town's Clerk's office 10/20/2022 at 3:33 p.m.

2. Acceptance of the Minutes of the Meeting:
   Upon a motion made by David Sepanek, which was seconded by Jon Baldwin, it was unanimously voted to accept the minutes from September 27, 2022, as written. All in favor

3. Payment of the bills: Detailed report
   Upon a motion made by David Sepanek, which was seconded by Jon Baldwin, it was unanimously voted to pay the following bills for September 28, 2022, to October 25, 2022, check numbers 21785 to 21828 for a total of $93,800.82
   All in favor

4. Financial Report:
   A. August Accountant Report: Reserve at 66.0% FYE 22 will be reviewed next month.
   B. Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to accept the August 2022 Accountant Financial Report. All in favor.

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5. Modernization Report:

   A. FISH #161102 Replace common flooring: Chestnut Street: DHCD
   B. FISH #161129 Colonial Sunshine Manor Roof Replacement: DHCD
   C. FISH #161132 Asbestos Removal 103B Wilson Street: LHA 10/21/22
   D. FISH #161125 Congregate Accessibility Remodel: 136 Wilson: DHCD
   E. FISH #161137 ARPA FF:69 State/20Meadow St. Asphalt Roof Scope RCAT
   F. FISH #161136 ARPA FF: 87 State St Community Building: Roof: Scope RCAT
   G. FISH #161138 ARPA FF: State St Development Balcony Repair: Scope RCAT

6. Reading of the Correspondence:
   A. PHN 2022-16 to PHN 2022-21 were reviewed and acknowledged.

7. Old Business:

   A. PHN 2019-13 Technical Assistance for Vacant Land Development: Waiting for sub-division emailed for update: no reply

   B. Chestnut Street: Walk through on 24th One vendor came. Setting 2nd walk through. Then date to remove all Town's items.

   C. Exit 7: Agreement was sent to lawyer for fine tuning.
   Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, it was unanimously voted to accept the Amended agreement with Exit 7 Theatre. All in favor.

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C. Policy update:

1. Grievance Procedure: tabled until November 2022
2. Candle Policy: reviewed few changes made.
   Upon a motion made by Raymond Anderson, which was seconded by Audrey Polmanteer, it was unanimously voted to approve the Candle Policy after changes were made. All in favor
3. Domestic Violence, Sexual Harassment Policy: reviewed few changes made.
   Upon a motion made by Jon Baldwin, which was seconded by David Sepanek, it was unanimously voted to approve the Domestic Violence, Sexual Harassment Policy after changes were made. All in favor

8. New Business:
   A. Tenant had asked how we can address slamming of doors.
   Tenant asked if new hallway carpets can be ordered for the entrances. I explained that they are on our list from inspection.
   B. David Sepanek gave letter to Secretary, Robin Carvide, to read. The letter stated that David Sepanek is resigning from the Board effective 10/25/2022. Actual letter is in the minute book. Brief discussion.
   Upon a motion made by Jon Baldwin, which was seconded by Audrey Polmanteer, it was unanimously voted to accept David Sepanek's resignation. All in favor
9. Motion to adjourn.
   Upon a motion made by Jon Baldwin, which was seconded by Raymond Anderson, Chairperson Susan Stanek adjourned the meeting at 12:02 p.m.

Sincerely Submitted:
Robin Carvide
Robin Carvide

Next Regular Scheduled meeting will be Tuesday, November 22, 2022